
**MISSOURI DEPARTMENT OF CORRECTIONS
DEPARTMENT
PROCEDURE MANUAL**

D3-5.7 Offender Wages and Payroll

Effective Date: December 26, 2010

Signature on File

George A. Lombardi, Department Director

I. PURPOSE: This procedure establishes guidelines for providing offenders with monthly wages and to establish mandatory guidelines for a uniform system for offender payrolls.

- A. **AUTHORITY:** Sections 217.040, 217.255, 217.260, 217.435, and 217.437 RSMo.
- B. **APPLICABILITY:** Chief administrative officers of institutions and institutional treatment centers will develop standard operating procedures based on the guidelines established herein. Community release centers Superintendents will develop and submit standard operating procedures to establish the number, type, pay rate and duration of payroll positions for community-supervised offenders who are assigned to work at the facilities rather than in the community.
- C. **SCOPE:** Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff actions.

II. DEFINITIONS:

- A. **Authorized Activity:** Authorized work and/or programs which are assigned to an offender, including, but not limited to, academic education, treatment, assigned individual studies/tasks, workforce readiness.
- B. **Chief Administrative Officer:** The chief administrative officer is the highest ranking individual at the worksite, as designated below. Exception: Staff at the worksite who do not report to the worksite chief administrative officer will be accountable to the deputy/assistant division directors/central office section heads who are in their chain of command.
 - 1. Director's Office:
 - a. Deputy Department Director
 - 2. Department Sections in the Director's Office:
 - a. Deputy Department Director
 - b. Central Office Section Heads
 - 3. Division of Probation and Parole:
 - a. Division Director
 - b. Chief State Supervisor
 - c. Assistant Division Director
 - d. Regional Administrator
 - e. Superintendents
 - f. Field Service Administrators
 - g. District Administrators
 - 4. Division of Adult Institutions
 - a. Division Director
 - b. Deputy Division Director
 - c. Assistant to Division Director

- d. Wardens
- 5. Division of Offender Rehabilitative Services
 - a. Division Director
 - b. Assistant Division Directors
 - c. Wardens
 - d. Central Office Section Heads
- 6. Division of Human Services
 - a. Division Director
 - b. Central Office Section Heads
 - c. Regional Training Administrators
- C. Mandatory Savings Fund:** A savings account established by the offender banking system for offenders assigned to the division of adult institutions. Deposits in this account may be made on a voluntary basis as well as a mandatory basis.
- D. Pay Period:** Intervals of 30 days from the first day of the month to the last day of the month. All pay rates will be based on a 30-day period.
- E. Wages:** For the purpose of this procedure, wages will be defined as follows:
 - 1. Base Pay: Offenders that have a verifiable high school diploma or general educational development certificate (GED) will receive \$8.50 per month when E1 score is entered into the department computer system. The wage received by an offender without a high school diploma or GED certificate will be \$7.50 per month.
 - 2. Emergency Part-Time Pay: Payment for the performance of duties beyond an offender's normal work assignment.
 - 3. Federal Fund Pay: A wage paid offender working for a federal funded work assignment.
 - 4. Premium Pay: A wage paid for duties that have been identified as being compensated at more than the base pay level.
 - 5. Missouri Vocational Enterprises (MVE) Pay: Working capital revolving fund wage paid to an offender employed in an MVE position, as outlined in the MVE Offender Work Guidelines (Attachment C).
 - 6. Work Release Pay: Offender wage paid by a government entity, not-for-profit organization or private business as outlined in a formal work agreement approved by the division director.
- F. Work:** Any activity authorized by the chief administrative officer for which the offender may be compensated.
- G. Work Release Savings:** A savings account established by the offender banking system for offenders assigned to the division of adult institutions that work for a government entity, not-for-profit organization or private business, and are compensated at a rate of \$250.00/per month, minimum wage or higher. Deposits in this account may be made on a voluntary basis as well as a mandatory basis.

III. PROCEDURES:

- A. PAY GUIDELINES:

1. Prior to the beginning of each fiscal year, the fiscal management unit will advise the deputy/assistant division directors of the amount of general revenue funds which may be expended for offender payroll.
 - a. The deputy/assistant division directors, with input from the fiscal management unit and wardens/superintendents, will determine the amount of funds to be allotted to each institution/CRC's.
 - b. Offender payroll will be updated as scheduled by the offender finance services office (i.e., premium, automatic, vocational enterprises, government agencies, work release and adjustment payrolls).
 - c. Offender payroll system should be updated consistent to work programs; to include start dates, end dates and pay rate changes of offender by institution work detail.
 - d. All offenders on adjustment payrolls should be given an end date each month (last day of the month).
2. Offenders may only receive compensation for work performed which has been approved by the chief administrative officer.
 - a. Special work activities may be established after approval by the division director or department director.
3. Base Pay: The following guidelines apply for issuing wages to offenders from the general revenue fund and as deemed necessary by DAI from the offender canteen fund.
 - a. All offenders will receive base pay monthly unless otherwise compensated.
 - b. Offenders participating in court or board ordered treatment programs will receive base pay.
 - c. Offenders received at a diagnostic center will receive a pro-rated stipend based on the day they were received in the department of corrections.
 - d. Base pay stipend will be pro-rated at the time of release.
4. Premium Pay: The following guidelines apply for issuing wages to offenders from the general revenue fund and as deemed necessary by DAI from the offender canteen fund.
 - a. All premium pay positions will be entered into the offender payroll system by institution work detail by institutional staff.
 - b. Based on the funds allotted, institutions should develop a schedule of institutional premium pay positions for each institution.
 - (1) The Standardized Job Codes and Pay Ranges (Attachment A) should be used as a guideline.
 - (2) Increases in premium pay should occur, as funds allow, in increments of \$2.50 until offenders reach the highest step of the pay range to which assigned per the Wage Schedule (Attachment B).
 - (3) Assignment to premium pay positions is available to offenders who are educationally prepared and to those who are determined to be academically unable as defined in the mandatory academic education procedure.
 - (4) Offenders who have not met established educational requirements will not be permitted to hold a premium pay position.

- (A) C-5 male offenders are exempt from meeting established education requirements in order to hold premium pay positions.
- (5) In order to encourage vocational training, institutions shall provide one additional step for those offenders who have completed vocational training and are assigned to a job related to the vocational training certificate.
- c. Institutional premium pay over \$40.00 per month must be approved in writing by the deputy/assistant division director.
- d. Only premium pay may be pro-rated based on the offender's date of assignment, except:
 - (1) If an offender is being released, the offender's pay, whether base pay or premium pay, may be pro-rated.
 - (2) Pro-rating will be based on a 30-day pay period.
- 5. Offenders assigned to work in the education section, recreation section, religious section, canteen or any approved canteen funded entity and those offenders who are attending educational/vocational classes may be paid wages from the offender canteen fund following the above referenced guidelines.
- 6. Emergency Part-Time Pay: Any offender may receive emergency part-time pay, in addition to his monthly pay, for the performance of duties beyond his normal work assignment.
 - a. The approval process for emergency part-time pay will be established in the standard operating procedures.
 - b. Emergency part-time pay may be paid to an offender on a one time basis with written approval of the work supervisor, the chief administrative officer and the deputy/assistant division director.
 - (1) Recreation officials (referees, umpires, etc.) are exempt from this approval process.
 - c. For accounting purposes, authorized emergency part-time pay for offenders will be entered on the emergency part-time workers (EPW) work detail of the offender payroll system, including a start date and end date.
- 7. Federal Fund Offender Payroll:
 - a. At the end of each pay period, the project director of the grant whose funds are paying for the offender's work shall submit to the grant's accountant, a letter requesting release of funds to the offender finance services office for payment of work.
 - b. The letter must include the offender's full name, DOC number, assigned institution, time worked and pay due.
 - (1) Copies of the letter must also be forwarded to the offender finance services office and the business office of the assigned institution.
 - c. The institutional business office will enter the pay into the offender payroll system by work detail and institution based on copy of the letter.
- 8. Work Release/Government Agency Pay: Offenders assigned to work for government entities, not-for-profit organizations and private businesses are compensated as outlined in formal work agreements approved by the division director.

- a. The offender payroll system should be updated consistent to work release details to include start dates, end dates and pay rates by institution staff. Offenders may be assigned to one or more work release details within the same month.
- 9. Missouri Vocational Enterprises (MVE): Offenders assigned to the MVE and compensated through working capital revolving funds should receive wages as established by the Missouri Vocational Enterprises' Offender Work Guidelines (Attachment C).
 - a. Offenders who have not met the established educational requirements may apply for a job in any of the MVE factories or services.
 - (1) The offender must currently be enrolled in the first or third session of a general education development class.
 - (A) C-5 male institutions are exempt from meeting the requirements to be enrolled in a general education development class in order to hold an MVE position.
 - (2) The offender will obtain and complete an Offender Employment Application – MVE form (Attachment D) from his¹ caseworker.
 - (3) The offender will forward the completed application to the supervisor of the factory or service for which he desires to apply.
 - (4) The factory manager/service manager will review the applications when a vacancy exists.
 - (5) The factory manager/service manager will notify the offender and will schedule him for a job interview.
 - (6) A skill test may be administered depending upon the job requirements.
 - b. Any change in the work assignment that affects the compensation shall be recorded in the offender payroll system by entering a start date or end date by institution work detail.
 - c. All time worked shall be entered into the offender payroll system by institution/work detail by the designated person at the factory or job assignment.
- 10. Payrolls will be reported as follows:
 - a. Offenders will only be paid from one payroll, i.e. vocational enterprises, premium or work release, unless an offender receives less than base pay, in which case the offender will be placed on automatic pay to bring him up to the base pay amount.
 - (1) Exceptions may be authorized by standard operating procedure or the appropriate deputy/assistant division director.
 - (2) Offenders may be paid from more than one payroll work detail when in transition between job assignments. No offender can be paid from more than one payroll work detail for the same days, with the exception of emergency part-time worker.
 - b. Offenders who are on outcount or escape status for an entire month will not receive any compensation for that pay cycle.

¹ All references in this procedure to the male gender are used for convenience only and shall be construed to include both female and male genders.

11. Mandatory savings/work release savings for offenders assigned to premium pay, vocational enterprises and work release positions:
 - a. Premium pay, vocational enterprises and work release offenders will have mandatory savings/work release savings transferred as outlined in the department procedure regarding Offender Accounts.
 - (1) These savings accounts will not accrue any interest.
 - (2) These accounts will be established to provide aid to offenders upon their release back into the community.
 - b. This mandate does not apply to offenders housed in the community release centers.

IV. ATTACHMENTS:

- A. [Standardized Job Codes and Pay Ranges](#)
- B. [Wage Schedule](#)
- C. [Missouri Vocational Enterprises' Offender Work Guidelines](#)
- D. 931-4468 [Offender Employment Application – MVE](#)

V. REFERENCES:

- A. D3-5 Offender Funds
- B. D3-5.1 Offender Accounts
- C. D3-5.6 Offender Victims Compensation Judgment
- D. D5-8.11 Mandatory Academic Education

VI. HISTORY:

- A. Original Effective Date: 09-01-88
- B. Revised Effective Date: 01-22-90
- C. Revised Effective Date: 04-13-92
- D. Revised Effective Date: 12-20-02
- E. Revised Effective Date: 04-11-03
- F. Revised Effective Date: 11-07-05
- G. Revised Effective Date: 05-15-06
- H. Revised Effective Date: 01-01-07
- I. Revised Effective Date: 04-27-08
- J. Revised Effective Date: 12-26-10